

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, July 9, 2013

Attendants:

BOARD-

Michelle McNeil (MM)
Jim Sell (JS)
Johanna Anton (JA)
Pam Merkadeau (PM)
Absent: Hal Carroll (HC)

STAFF-

Brigitte Shearer (BS)
Mike Koenig (MK)
Jeff Schwartz (JS)
Bryce Zuzack (BS)
Rebecca Hitchcock (RH)

CALL TO ORDER

The meeting was called to order at 6:13 pm by Board Member MM

STRATEGY SESSION #2

The Board continued discussing the vision and strategic plan of the Rec. Staff has been charged with further investigating the options and ideas generated at this discussion.

REVIEW AND APPROVAL OF THE MINUTES

Board Member JS moved (PM second) that the minutes of the June 13, 2013 Regular Board Meeting and the June 22, 2013 Strategy Session Meeting be approved. The motion passed unanimously.(HC absent)

INTRODUCTION OF GUESTS

Bob Gutierrez arrived 7:05pm
Deputy Chaput arrived 7:10pm

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

Bob Gutierrez commented on employee parking. He would like to see further improvement.

Deputy Chaput reported that there have been no safety issues in the community since his last report.

MANAGER'S REPORT

A. Programming

- a. Pool – The pool is doing well, especially swim team, water fitness classes. Private lessons are down a bit, but group lessons are up. The pool is currently working on additional safety upgrades in the pump room.
- b. EEC – The EEC classes had their end of year celebration on June 27th. It was well-attended. Classes are full and there are currently 45 families in the waiting pool. The HRD float won first place in the parade.
- c. ASP – ASP met or exceeded all budget areas this year. Winter camp revenue was low due to calendar position, but overall revenue was strong. Expenses were under in all categories. Summer camp is currently in week 4. The morning drop off pilot program is well-received by parents.
- d. Seasonal Programs. – Program specialist expenses were higher than expected this year, but overall revenue goals were met. The tennis program is particularly strong this year.

B. Facilities & Grounds – Our OS&Y (piping at street for EEC building sprinkler system) was accidentally damaged on July 4th. It has been repaired. HRD will identify a protective structure to prevent future damage. July 4th was a success. The water carnival was cancelled due to unexpectedly low pool water level. Procedures are in place to ensure this will not recur.

C. Administration – The candidate filing period for the upcoming Board Member Election opens July 15th. Payroll processing fine-tuning continues, but the transition has been a success.

COMMITTEE REPORTS

None

FINANCIAL REPORT

The HRD's fiscal year ends June 30. The Board reviewed the financial report showing revenues and expenses vs. budget for the past 12 months (100%) of the current fiscal year. Please note, this is a preliminary report. A final report will be presented once the audit is complete.

UNFINISHED BUSINESS

- A. Pool guard office – A ramp design which allows access to Social Room, Gym and pool has been drafted. One quote has been requested and more will be solicited.

- B. Parking – Morning swim team has been cancelled due to low enrollment. Morning drop off lane pilot program has been well-received by parents. Due to various logistics, the program can only occur 3 days per week. The plan for management to park at the school is on hold as fewer management staff than expected would participate. Day time usage at the Rec is lower than last year due to fewer private lessons, lower camp enrollment during weeks 1-4 and a higher middle school camp enrollment. Middle school campers take additional field trips, so they're not on site. The "Walk to the Rec" program has been well-received by residents and other regular Rec patrons. The option to expand parking into the adjacent lot was also discussed.

NEW BUSINESS

- A. UPCOMING MEETINGS: AUGUST 13, SEPTEMBER 10, OCTOBER 8

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member JS made a motion to approve expenditures (JA second) and the motion passed unanimously.

ADJOURNMENT

Board Member PM made a motion to adjourn the meeting (JA second) and the motion was passed unanimously. The meeting was adjourned at 7:50 pm.

Respectfully submitted,

Brigitte Shearer